ATTACHMENT 01525A

ACCIDENT PREVENTION PLAN

MINIMUM BASIC OUTLINE

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MINIMUM BASIC OUTLINE

INSTRUCTIONS

a. In Accordance with the USACE government contract, before initiation of work the prime contractor is Shall prepare and submitted an Accident prevention plan (APP) The APP shall be submitted to the Area or Resident Office Engineer to be reviewed for "minimum basic requirements" signed as accepted and then sent to the USACE Safety Office for final technical review and acceptance by the Government Designated Authority (GDA)

b. The APP shall contain appropriate appendices(for example, fall protection, excavation and trenching, scaffold and other activities that are associate with all the aspects of the construction to be performed)

c. The APP shall be written in English by the Prime Contractor and shall articulate the specific work and hazards pertaining to the contract. The APP shall also implement in detail the pertinent requirements of the EM 385-1-1 Sep 08

d. The APPs shall be developed and submitted by the contractor in the format provided in Appendix A of the EM 385-1-1 Sep 08. The Contractor shall address each of the elements/sub-elements in the outline contained in Appendix A in the order that they are provided in the manual. If an item is not applicable because of
   the nature of the work to be performed, the Contractor shall explain way this item is not needed. Below are is the minimum basic requirements that will be reviewed as the contractors Accident prevention Plan submittal.

e. The Contractor will not "cut and paste" the information below. It is the contractors responsibility to review all requirements in the EM 385-1-1 Appendix A, and submit the APP explaining all aspects of the APP to the Government Designated Authority (GDA). The table below is only a guide to help the contractor in writing the Accident Prevention Plan.

> See Following Pages

Description:

1. SIGNATURE SHEET.

Title, signature, and phone number of the following:

a. Plan Preparer (Qualified, Competent person such as corporate safety staff person, QC).

b. Plan Approval by company/corporate officers authorized to obligate the company (e.g. owner company president, regional vice president etc.)

c. Plan Concurrence (e.g. Chief of Operations, Corporate Chief of Safety, Corporate Industrial Hygienist, project manager or superintendent, project safety professional, project QC) . (provide concurrence of other applicable corporate and project personnel (Contractor)

2. BACKGROUND INFORMATION.

List the following:

a. Contractor;

b. Contract number;

c. Project name;

d. Brief project description, description of work to be performed, and location; phases of work anticipated (these will require an AHA)

3. STATEMENT OF SAFETY AND HEALTH POLICY.

a. Provide a copy of current corporate/company Safety and Health Policy Statement, detailing commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract should be provided.

b. The policy should include a detailed commitment to providing a safe and healthful workplace for all employees. The Contractor's written safety program goals, objectives, and accident experience goals for this contract shall also be incorporated. The prime contractor and his subcontractor(s) and supplier(s), and visitor(s), will comply with the policies set forth in EM 385-1-1 'Safety and Health Requirements Manual' dated 15 September 2008. Attach a copy of Company's Safety Policy at Appendix B.

4. RESPONSIBILITIES AND LINES OF AUTHORITIES.

a. A statement of the employer's ultimate responsibility for the implementation of his SOH program. The prime contractor will provide resumes and training certificates for all safety personnel. At a minimum the SSHO will have completed the OSHA 30 hour training or equivalent and have one year of experience in the safety field.

b. Identification and accountability of personnel responsible for safety at both corporate and project level. Contracts specifically requiring safety or industrial hygiene personnel shall include a copy of their resumes. Qualifications shall include the OSHA 30-hour course or equivalent course areas as listed here:

1. Turner Construction <http://www.turneruniversity.com/> (also Spanish version)
2. Click Safety <http://www.osha10.com/>
3. 360Training <http://www.oshacampus.com/>
4. Summit Training Source <http://1030.trainingweb.com/>
5. University of South Florida <http://www.usfoticenter.org/>
6. Pure Safety <http://www.oshatrainingondemand.com/>
7. NavFac Construction Safety http://wbdg.org/education/cst_course/start.html

Locally the only two authorized on-site training sources are:

Kabul University in Kabul at email "cqm_kuengineering@yahoo.com" and Construction Technical Training Center (CTTC) in Jalalabad at http://www.cttcaf.com

c. The names of Competent and/or Qualified Person(s) and proof of competency/qualification to meet specific OSHA Competent/Qualified Person(s) requirements must be attached. The District SOHO will review the qualifications for acceptance.
d. Requirements that no work shall be performed unless a designated competent person is present on the job site;
e. Requirements for pre-task safety and health analysis;
f. Lines of authority;
g. Policies and procedures regarding noncompliance with safety requirements (to include disciplinary actions for violation of safety requirements) should be identified;
h. Provide written company procedures for holding managers and supervisors accountable for safety.

5. SUBCONTRACTORS AND SUPPLIERS.

If applicable, provide procedures for coordinating SOH activities with other employers on the job site:

a. Identification of subcontractors and suppliers (if known);
b. Safety responsibilities of subcontractors and suppliers.

6. TRAINING.

a. Requirements for the new hire SOH orientation training at the time of initial hire of each new employee
b. Requirements for mandatory training and certifications that are applicable to this project (e.g. explosive actuated tools, confined space entry, crane operators, flagman, riggers,

vehicle operator, HAZWOPER training and certification, personnel protective equipment (PPE) and any requirements for periodic retraining/recertification.

c. Procedures for periodic safety and health training for supervisors and employees.

d. Requirements for emergency response training.

e. All training, meetings, and indoctrinations shall be documented in writing by date, attendee signature/name, content, and trainer.

- Personal protective equipment requirements for project site.
- Job hazards and the means to control/eliminate those hazards, including activity hazard analyses.
- Weekly (employees) and monthly (supervisors) safety meetings.
- Location of portable fire extinguishers.
- Location of first-aid kits.
- Identification of first-aid/CPR qualified personnel (if applicable).
- Location of emergency phone numbers.
- Location of the nearest on-site/off-site medical facility.
- Emergency plans for fires/spills.
- Accident notification and reporting procedures.
- Procedures for reporting and correcting unsafe conditions or practices.
- Current project site safety issues.

7. SAFETY AND HEALTH INSPECTIONS.

Provide details on:

a. Specific assignments of responsibilities for a minimum daily job site safety and health inspection during periods of work activity: Who will conduct (e.g. SSHO, PM), proof of inspector's training/qualifications, when inspections will be conducted, procedures for documentation, deficiency tracking system, and follow up procedures.

b. Any external inspections/certifications that may be required.

c. A deficiency log will be generated after inspections using the criteria listed below. Follow-up inspections will be performed to ensure identified deficiencies have been corrected.

- Date deficiency identified.
- Description of deficiency.
- Name of person responsible for correcting deficiency.
- Projected resolution date.
- Date actually resolved.

8. ACCIDENT REPORTING.

The contractor shall identify who, how, and when the following will be completed: The prime contractor will report all accidents and incidents as soon as they happen to the COR or Area/Resident Office Engineer and complete a Contractors Accident Notification Form (CANF). The COR/Area/Resident Engineer will review for completeness, create a Serious Incident Report 9SIR) and notify the USACE Safety Officer. The contractor will then start the ENG 3394 Form and submit within 5 days to the COR/AE/RE.

a. Exposure data (man-hours worked)

b. Accident investigations, reports and logs; Report all accidents as soon as possible but not more than 24 hours afterwards to the Contracting Officer/Representative (CO/COR). The contractor shall thoroughly investigate the accident and submit the findings of the investigation along with appropriate corrective actions to the CO/COR in the prescribed format as soon as possible but no later than five (5) working days following the accident. Implement corrective actions as soon as reasonably possible;

c. **Reportable accident and incident requirements.** All accidents and incidents to include occupational injuries and illnesses that result in medical treatment with no lost time, and property damage of less than $2,000, will be documented in an email and sent to the TAN Safety Office within 24 hours.

d. **Recordable accident and incident requirements.** All accidents and incidents to include occupational injuries and illnesses that result in lost time (measured in days) or property damage of $2,000 or more will be documented on ENG Form 3394 'U.S. Army Corps of Engineers Accident Investigation Report' dated March 1999 and submitted to the TAN Safety Office within five (5) days of the occurrence.

e. Accident notification procedural for:

(1) A fatal injury;
(2) A permanent total disability;
(3) A permanent partial disability;
(4) The hospitalization of three or more people resulting from a single occurrence;
(5) Property damage of $200,000 or more.

9. PLANS (PROGRAMS, PROCEDURES) REQUIRED BY THE SAFETY MANUAL (as applicable).

a. Based on a risk assessment of contracted activities and on mandatory OSHA compliance programs, the Contractor shall address all applicable occupational risks and compliance plans. Using the EM 385-1-1 as a guide. If N/A is marked a short description of why the plan is N/A must be present.

b. Plans for the layout of temporary construction buildings, facilities, fencing and all other applicable use of the site. (04.A.01)

c. Emergency response plans:

1. Firefighting Plan. (09.A.01- 19.A,04)

2. Posting of emergency telephone numbers (01.E.05);

3. Medical Support. Outline on-site medical support and off-site medical arrangements including rescue and medical duties for those employees who are to perform them, and the name(s) of on-site Contractor personnel trained in first aid and CPR. \

   A minimum of two employees shall be certified in CPR and first-aid per shift/site. (03.A.02; 03.D)

d. Site Sanitation Plan (Section 02)

e. Access and haul road plan (8.D.1)

f. Hazard Communication Program (06.B.01)

g. Heat/Cold Stress Monitoring Plan (06.I.02)

h. Fire Prevention Plan (09.A);

i. Hazardous energy control plan (12.A.01);

j. Critical Lift Procedures

k. Contingency Plan for Severe Weather (19.A.03)

l. Contingency Plan for Severe Weather (19.A.03)

m. Site-Specific Fall Protection & Prevention Plan (21.C);

n. Excavation/trenching plan (25.A.01);

o. Emergency rescue (tunneling) (26.A.);

p. Formwork and shoring erection and removal plans (27.C)

q. Pre-Cast Concrete Plan (27.D);

r. Lift slab plans (27.E);

s. Steel erection plan (27.F.01);

t. Confined space Program (34.A);

10. RISK MANAGEMENT PROCESSES.

a. For each major phase/activity of work an Activity Hazard Analysis shall be provided detailing project-specific work sequences, the specific anticipated hazards, control measures to be implemented to eliminate or reduce each hazard, the equipment to be used, inspection requirements, and required training, EM 385-1-1, 01.A.13

b. Work shall not begin until the AHA for the work activity has been accepted by the COR or Safety Office and discussed with all engaged in the activity including the contractor and subcontractor(s).

c. The names of the Competent/Qualified Person(s) required for a particular activity shall be identified and included in the AHA.

d. The AHA shall be reviewed and modified as necessary to address changing site conditions, operations, or change of competent/qualified personnel.

In addition to the above the contractor requirements it is important to note the Safety Requirements for the below which are required if applicable.

Hazardous energy control plan (Section 12.A.12). Lock out – Tag out.

***Written Company plan required.

- Discuss why the lock out/tag out procedure is being used.
- Communicate and coordinate the lockout/tagout procedure with the workers being affected by the procedure and the government's designated authority.
- Discuss the procedural steps in place for shutting down, isolating, blocking, and securing systems to control the release of hazardous energy to include the person(s) responsible for performing this task.
- Discuss the procedural steps in place for placing, removing, and transferring lockout/tagout devices to include the person(s) responsible for performing this task.
- Discuss the procedural steps in place for placing and removing locks and/or tags to include the person(s) responsible for performing this task.
- Discuss the procedures for testing the effectiveness of isolating hazardous energy to include lockout/tagout.
- Discuss emergency scenarios that could arise during the lockout/tagout procedure to include the actions to be taken for safely responding to an emergency.
- Discuss the procedure for transferring removal authority from one person to another

Personal Fall Protection Program (Section 21.C.01).

***Written Company plan required.

- Workers will be protected by guardrail, personal fall protection, safety nets, catch platforms, or temporary floors in the following situations: Worker can fall 6' or more; on access ways or work platforms over water, machinery, or dangerous operations; on runways where workers can fall 4' or more; and on all exposed sides of stairways and ladder-floor openings.
- Top rails, mid rails, and toe boards will be able to withstand outward and downward forces of 200, 150, and 50 lbs., respectively.
- Wire rope can be used as a top or mid rail under the following conditions: When the posts are spaced no farther than 8"; deflection of the rope under 200 lbs. of force is less than 3"; and the rope if flagged for visibility. Synthetic and natural-fiber rope will not be used.
- Paneling and screening will be in place from the mid rail to the toe board when material is piled higher than the toe board.
- Personal fall protection will consist of a full-body harness (not chest-wait units or body belts), lifeline, and anchorage point.
- Two lanyards will be used when vertical movement is required and when a horizontal lifeline is inappropriate.

- Anchorages capable of supporting 5,000 lbs. per worker will be independent of anchorages used to support or suspend platforms. Lifelines will not be attached to guardrails or hoists but rather to the structure.
- Floor holes will be covered completely and securely. If the cover to an open hole is missing the hole will be barricaded with a guardrail. Workers laboring by wall openings 6' or more above a lower level will be protected by a guardrail or personal fall protection.
- Roofers will be protected by the following forms of fall protection: Guardrails; personal fall protection; a warning line 6' from the roof's edge, or a safety-monitoring system.
- Excavations will be guarded when they are 6' or more in depth and not readily seen because of plant growth or other visual barriers.

Excavations (Section 25.A).

***Written Company plan and AHA required for excavations or trenches greater than 1.5 m in depth. For excavations or trenches less than 1.5 m in depth, An AHA is required but plan is optional.

- Workers will not labor in excavations in which there is accumulated water or where water is accumulating until the water hazard is controlled.
- Shoring will be used for unstable soil or depths greater than 5' unless benching, lay-back, or another acceptable plan can be implemented.
- In excavations less than 20' in depth the maximum slope will be 34 degrees measured from horizontal (1 1/2' horizontal to 1' vertical).
- Excavations will not go below adjacent structures unless they are underpinned or determined safe by a registered professional engineer.
- Excavated material will be placed a minimum of 2' from the excavation's edge.
- Stairs, ramps, or ladders will be provided to workers who are required to enter excavations greater than 4' in depth. This equipment will be located so no more than 25' of lateral travel is required to escape the excavation.
- Ladders will extend 3' past the excavation's edge.
- Personal access ramps will be 4' wide with guardrails while equipment ramps will be 12' wide with curbs of 8" X 8" timbers or equivalent.
- Protection for excavations exposed to the public will meet guardrail requirements while protection against vehicles will be able to withstand the impact forces with traffic.
- Excavations 6' or more in depth, or where workers are routinely exposed to a hazard (impalement or hazardous material), will have a barricade no closer to the edge than 6' with a warning (tape, flags, act.) located 3-4' above the ground.
- Excavations less than 6' in depth will have a barricade no closer than 6"/no farther than 6'.

Scaffolds (Section 21.J.01, 21.J.02 on page 509 and 22.A and 22.B).

No written plan required (included as part of the Fall Protection Plan).

- Scaffolds will be level and plumb and erected with base plates upon mudsills or other adequate foundation. Rolling scaffolds will have wheels locked and/or outriggers secured in place.
- Work near overhead power lines will not commence until a survey is made to ascertain a safe clearance distance from the lines. Scaffolds will not be erected or used near power lines until the lines are insulated, de-energized, or rendered safe.
- Scaffolds and their components will be capable of supporting four times the maximum anticipated load. If a scaffold's height is more than four times the minimum base dimension (to include the width added by outriggers) it will be secured to the wall or structure.
- Guardrails will be installed on open sides and ends.
- Platforms will be a minimum of 18" in width and extend over their end supports by at least 6" but no more than 12" unless cleated or restrained by hooks or equivalent means. Platforms will overlap over supports by a minimum of 12" unless nailed together or restrained from movement.
- Platform area will be fully-planked with no greater than 1" gaps between adjacent platforms, and platforms and uprights.
- Scaffold access will be from ladders (bottom rung no greater than 24" in height), stair towers, ramps, and walkways but not from cross-braces.
- If a worker can fall 6' or more to a lower level they will be protected by a guardrail or a full body harness with lifeline and anchorage point.

Electrical (Section 11).

***A sketch of proposed temporary power distribution system shall be submitted. No written plan required.

- Electrical work shall be performed by Qualified Personnel with verifiable credentials.
- An AHA and written work procedures must be prepared for unusual or complicated work activities or any activity identified by the Qualified Person.
- Work activity adjacent to energized overhead power lines will not be initiated until a survey has been made to ascertain the safe clearance distance from the lines.
- Whenever possible, all circuits and equipment will be de-energized before work is started and personnel protected by lockout/tagout and clearance procedures, and grounding.
- Live parts of wiring or equipment will be guarded.
- Transformer banks and high-voltage equipment will be protected against unauthorized access and those entrances not under constant observation will be kept locked. Metallic enclosures will be grounded and signs warning of high voltage and prohibiting unauthorized entrance posted.
- Flexible cords will be inspected by the user daily. Cord sets used on construction sites or in damp locations will contain an equipment ground wire and have a plug attached.
- Flexible cords will be protected from damage caused by vehicles, foot traffic, sharp corners, and pinching. Cords passing through holes will be protected by suitable means.

- Flexible cords will only be used in continuous lengths. Cords No. 12 or larger may be used with a splice if the splice is made by a qualified electrician, the insulation is equal to the cord being spliced, and the wire connections are soldered. No wire nuts will be used.
- Flexible cords and cables will not be secured by staples or hung from nails or bare wire.
- Enclosures containing over-current protective devices will be provided with lockable, closefitting doors. Circuit-breakers, switches, fuse panels, and motor controllers located out-of doors or in wet locations will be contained in weatherproof enclosures or cabinets. When receptacles are used in wet locations they will be contained in a weatherproof enclosure the integrity of which is not affected when a plug is inserted.
- All electrical circuits will be grounded.
- Portable and semi-portable electrical tools and equipment will be grounded by a multi-conductor cord having a polarized plug with a grounding conductor. Double-insulated tools do not have to be grounded.
- Grounding rods with pipe electrodes will be used in 8' lengths and driven to full depth.
- Temporary lights will not be suspended by their electric wire unless designed for suspension.
- Bulbs attached to temporary lighting strings and extension cords will be protected by guards.
- Empty light sockets (broken bulbs, ect.) will be immediately filled.
- All receptacle outlets that provide temporary electrical power during construction or demolition shall have GFCI protection.

Critical lift plan (Section 16.H.02).

***Written Company plan required.

- Designate a crane operator, lift supervisor and rigger (and state their qualifications).
- Describe ground conditions and outrigger and crawler track requirements.
- Discuss crane position, height of the lift, load radius, and boom angle and length for the entire range of the lift.
- Discuss the size and weight of the load to include any crane and rigging components that add to the weight.
- Discuss the rigging plan to include lift points, hardware requirements, and procedures.
- Discuss coordination of the lift and how individual players will communicate with each other.
- Discuss tandem and tailing-crane lift procedures, if applicable.
- Describe environmental conditions which, when in effect, will stop the lift.

Confined space plan (Section 34.A.).

***Written Company plan required.

- Discuss responsibilities of attendants, entrants, and entry supervisors.
- Train workers how testing and monitoring equipment is used.
- Discuss the type of ventilating equipment needed to obtain acceptable entry conditions.
- Discuss the type of communication equipment to be used.
- Discuss the PPE to be used when engineering and/or administrative controls fail to protect workers adequately.
- Discuss the lighting equipment to be used.

- Discuss the equipment to be used for entrant ingress and egress.
- Discuss rescue procedures to include required equipment and emergency phone numbers.